

Extended leave approval letter

Subject: Approval of Extended Leave

Dear [Employee's Name],

This letter serves as official confirmation of the approval of your extended leave from [start date] to [end date]. Given the length of your absence, we ask that you provide a detailed handover of all critical tasks and responsibilities.

We appreciate your dedication to planning ahead and ensuring a smooth transition. Please remain in contact for any urgent updates during your leave.

Wishing you the best during this extended time away.

Sincerely,

[Employer's Name]

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